

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: MARCH 23, 2016

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: VANSELOW
FRASIER
MCDEVITT
WOOD
BROCK
MONTESI
LEGGETT
VACANT

COMMITTEE MEMBER ABSENT:

SUPERVISOR: SEEBER

OTHERS PRESENT:

BRIAN REICHENBACH, COUNTY ATTORNEY
AMY CLUTE, ADMINISTRATOR, SELF-INSURANCE
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
AMANDA ALLEN, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
PAM VOGEL, COUNTY CLERK
LESLIE LOVELACE, SECRETARY OF THE CLERK TO THE BOARD

Please note, the following contains a summarization of the March 23, 2016 meeting of the Support Services Committee; the meeting in its entirety can be viewed on the Warren County website using the following link:
<http://www.warrencountyny.gov/gov/comm/Archive/2016/support/>

Mr. Vanselow called the meeting of the Support Services Committee to order at 2:51 p.m.

Motion was made by Ms. Wood, seconded by Mrs. Frasier and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Brian Reichenbach, County Attorney, who distributed copies of his agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mr. Reichenbach presented the following requests:

- 1) For a contingent fund transfer in the amount of \$49,000 to Budget Code A.1420 110, Salaries – Regular, to the cover the costs of retiree and separation payouts which were not accounted for in the 2016 Budget as well as for the budget increase for the difference in salary amount for the Confidential Secretary position.

A discussion ensued about the retiree payout.

Motion was made by Ms. Wood, seconded by Mr. Montesi and carried unanimously to approve the request for transfer of funds and refer same to the Finance, Personnel & Higher Education Committee. *A copy of the resolution request form is on file with the minutes.*

- 2) Authorizing issuance of Home Rule Request for enactment of Senate Bill No. S.6852 and Assembly Bill A.9386 to extend Mortgage Recording Tax in Warren County for term commencing on December 1, 2016 and terminating December 1, 2018.

Pam Vogel, County Clerk, provided an overview of the history of the Mortgage Recording Tax and the revenues it had raised for Warren County.

Motion was made by Mr. Montesi, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the April 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) For Mr. Reichenbach to attend the 2016 Annual Meeting of the County Attorney's Association of the state of New York in Cooperstown, New York on May 15 - 17, 2016 in an amount not to exceed \$305.50.

Motion was made by Mr. Montesi, seconded by Ms. Wood and carried unanimously to approve the travel request. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

This concluded the County Attorney portion of the meeting; privilege of the floor was extended to Paul Dusek, County Administrator, who distributed copies of his agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mr. Dusek presented the following requests with input from JoAnn McKinstry, Assistant to the County Administrator:

- 1) To authorize an agreement with Alliance Worldwide Investigative Group, Inc. for background checks for a contract term commencing on April 15, 2016 and terminating on March 15, 2018.

Motion was made by Mr. Montesi, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the April 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To authorize revisions and amendments to the Warren County Plans and Policies book pertaining to the Fleet Policy.

Motion was made by Ms. Wood, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the April 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) To approve a transfer of funds in the amount of \$2,000.00 from Budget Code A.1011 110 , County Administrator, Salaries Regular, to Budget Code A.1011 436, County Administrator, Advertising, to provide funds for advertising of the County Administrator position vacancy.

Motion was made by Ms. Wood, seconded by Mrs. Frasier and carried unanimously to approve the request and forward same to the Finance, Personnel & Higher Education Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

This concluded the County Administrator portion of the meeting; privilege of the floor was extended to Amy Clute, Self-Insurance Administrator, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Ms. Clute presented the following requests:

- 1) To authorize a new contract with Bill Lindloff Pro CUTS, for two days of safety chainsaw training in the Fall of 2016 and four days in 2017 with the contract term commencing June 1, 2016 and terminating December 3, 2017 for the lump sum amount of \$850 a day plus travel (hotel and mileage from Binghamton area).

Motion was made by Mr. Montesi, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the April 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To authorize the extension of the agreement with Juniper Hill Farm for the "Farm to Desk" Program for a term commencing January 1, 2016 and terminating on December 31, 2018.

Motion was made by Ms. Wood, seconded by Mr. Legget and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the April 15th Board meeting. *A copy of the resolution request form is on file with minutes.*

- 3) For Ms. Clute to attend the New York State Association of Self Insured Counties 2016 Spring Conference on May 11 – 13, 2016 in Oswego, New York for an amount not to exceed \$449.

Motion was made by Mr. Montesi, seconded by Mr. Legget and carried unanimously to approve the travel request. *A copy of the Authorization to Attend Convention or Meeting is on file with the minutes.*

A short discussion ensued regarding chainsaw safety.

Michael Swan, County Treasurer, answered the Committee's questions on where the County Attorney Office payout amounts originated from in 2016. Mr. Swan stated the figures were calculated by his office and included the projected amount that would be incurred if the Assistant County Attorney (temporary) stayed on through August 2016. Ms. Wood suggested they consider establishing a reserve account to fund these unanticipated retirement and separation costs.

There being no further business to come before the Support Services Committee, on motion made by Mrs. Frasier and seconded by Mr. Montesi, Mr. Vanselow adjourned the meeting at 3:33 p.m.

Respectfully submitted,
Leslie Lovelace, Secretary to the Clerk of the Board